
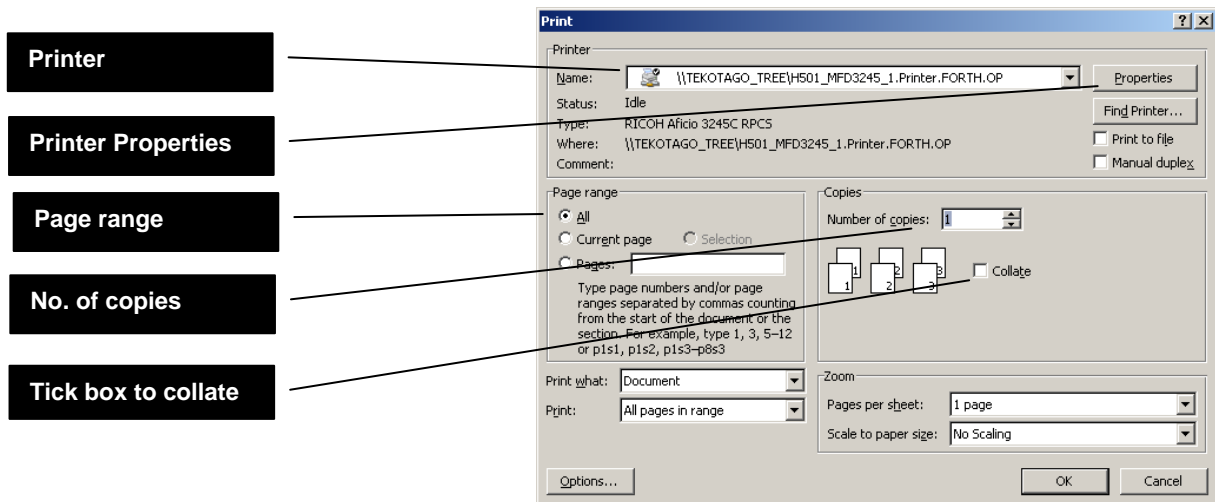
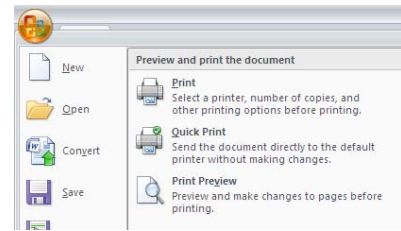



# PRINT A DOCUMENT

1. Click the **Microsoft Office Button** 
2. Click **Print**.
3. Click the options required:  
*Number of copies*  
*Pages numbers to be printed*  
*Collated/Printed in piles*
4. To adjust printer options Click the **properties** button



Tip ➡ To print without using the **Print** dialog box

1. Click the Microsoft Office Button 
2. Point to the arrow next to Print
3. Click **Quick Print**.

Tip ➡

Shortcut to Print - CTRL+P